

REVISED - CITY COUNCIL STUDY SESSION AGENDA

April 24, 2017

5:00 p.m. – Special Meeting, Miller Creek Conference Room
Conduct City Manager Interviews
6:30 p.m. – Executive Session: for the Purpose of Discussing a
Personnel Matter per RCW 42.30.110(1)(g) to
Evaluate Qualifications of City Manager Candidates

7:00 p.m. – Study Session, Council Chambers

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL

4.		NESS AGENDA Motion Regarding Next Steps in City Manager Search.	Page #
5.	DISC	CUSSION ITEMS	
	a.	2016 Annual Police Report Summary.	3.
	b.	Community Animal Resource and Education Society (C.A.R.E.S.) Contract Amendment #8.	31.
	c.	Update on Economic Development.	55.
	d.	Review of Council Proposed Agenda Schedule.	57.

- **6. COUNCIL REPORTS**
- 7. ADJOURNMENT

City Council meetings are accessible to people with disabilities. Please phone (206) 248-5517 at least 48 hours prior to the meeting to request assistance. American Sign Language (ASL) interpretation and assisted listening devices are available upon request.

COUNCILMEMBERS

Lucy Krakowiak, Mayor Nancy Tosta, Deputy Mayor Stephen Armstrong
Austin Bell Lauren Berkowitz Bob Edgar Debi Wagner

CITY OF BURIEN AGENDA BILL

Agenda Subject: 2016 Annual Police Report Summary.			Meeting Date April 24, 2017					
		5						
Department: Police Services	Attachments: 2016 Police	E 1 C	. Conoral Fund Doline Complete					
Department: Police Services	Services Report	Fund Source: General Fund - Police Services Activity Cost: N/A						
	Services Report							
Contact: Chief K. Scott		Amount Budgeted: N/A						
Kimerer								
Telephone:		1						
206/477-2210								
Adopted Work Plan	Work Plan Item Description:							
Priority: Yes No X								
PURPOSE/REQUIRED ACTION:								
The number of this seemed hill	is to amount a summary of the	2016 Amm	val Dymion Dalias Comvises Demont					
The purpose of this agenda bill	is to present a summary of the	2016 Ann	ual Burien Police Services Report.					
BACKGROUND (Include prior Cou	neil action & discussion)							
BACKGROUND (Include prior Coul	acti action & ascussion).							
Every year the Burien Police Do	epartment presents a summary	of crime a	nd service delivery statistics taken from the					
Police Services Annual Report.			,					
1								
OPTIONS (Including fiscal impacts):								
1. Present the annual repo	rt to the Council.							
2. Do not present the repo	rts, only provide handouts.							
1	, , ,							
			1					
			1					
Administrative Recommendation: F	Present 2016 Annual Police Re	enort Summ	arv.					
		port Builli						
Committee Recommendation: N/A								
Advisory Board Recommendation:	N/A							
Additional Desires Assessminentation. 1971								
Suggested Motion: Present 2016A	nnual Police Report Summary	V.						
oughtone Monday.								
		7						
Submitted by:								
Administration Trade No. 20 2014	City Manager							
Today's Date: May 28, 2014	File C	ode						

CITY OF BURIEN ANNUAL POLICE SERVICE HIGHLIGHTS & DATA 2016

Provided for the Residents by:

Police Chief Scott Kimerer, City of Burien Police Department 14905 6th Ave. SW Burien, WA 98166 (206) 296-3333 Scott.Kimerer@kingcounty.gov

POLICE SERVICE HIGHLIGHTS & DATA REPORT: 2016

City of Burien Administration

MAYOR

Lucy Krakowiak

DEPUTY MAYOR

Bob Edgar

COUNCIL MEMBERS

Steve Armstrong Lauren Berkowitz

Austin Bell Nancy Tosta Debi Wagner

INTERIM CITY MANAGER

Tony Piasecki

CHIEF OF POLICE

Chief Scott Kimerer



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Commissioned Officers per 1,000 Residents
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About the Annual Police Service Highlights & Data Report

The Annual Police Service Highlights & Data Report contains information on the service efforts and accomplishments of the Burien Police Department to support its mission, goals, and objectives. The goal of the report is to keep the City of Burien residents, staff, administrators, and elected officials informed of police service and crime activity in the city. The report is produced by the City of Burien Police Department in partnership with the King County Sheriff's Office (KCSO) Research, Planning and Informational Services and Contracts Units. Questions about the report can be directed to the Burien chief of police.

The Police Service Highlights section gives a narrative of police efforts and year-to-year comparisons of selected crime and police service data. Most of the data in this section is taken from the Police Services Data section unless otherwise indicated as being from a difference source.

The Police Service Data section provides further detailed crime and police service data. Please note that numbers in this section may differ slightly from numbers in the Police Services Highlights due to rounding differences.

Burien Police Department Mission, Goals, & Core Values

Mission

The mission of the Burien Police Department is to prevent crime and create an environment where people feel safe, while providing quality, professional law enforcement services designed to improve public safety.

Core Values

The Burien Police are committed to the core values of Leadership, Integrity, Service and Teamwork. We firmly believe in our core values and let these values guide all work that we do in the community.

Goals & Objectives

In order to realize this mission, the City of Burien Police Department has adopted the following goals and objectives:

Goal # 1: Provide high-quality, cost-effective, and accountable services to the City of Burien

Objective: Provide responsive services to residents.
Objective: Provide cost-effective services to residents.

Goal # 2: Reduce crime and the fear of crime Objective: Use information for crime analysis

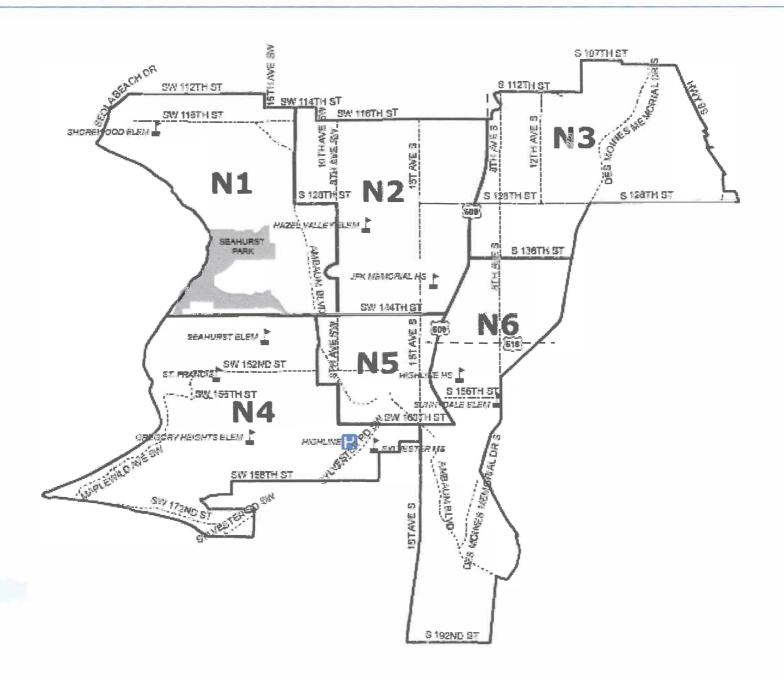
Objective: Apprehend offenders

Objective: Prevent crime

Objective: Improve residents' feeling of security

Goal # 3: Increase diversity, including gender diversity, in the workplace





City of Burien Police Service Highlights 2016



City Cost Comparison

The annual police cost comparison study is conducted by the KCSO Contracts Unit. The study accounts for budget differences and may factor in (or out) certain line items in order to allow for "apples-to-apples" comparisons. Burien's cost per capita here is different than the contract cost per capita, which only includes Burien's law enforcement contract paid to the county.

City	2016 Police Budget	2016 Population	2016 Sworn	Cost/ Capita	Cost/ Sworn	Sworn/
Algona	\$1,323,655	3,175	7.0	\$417	\$189,094	2.20
Auburn	\$23,320,665	77,060	108.0	\$303	\$215,932	1.40
Beaux Arts	\$20,636	300	0.1	\$69	\$206,360	0.33
Bellevue	\$34,711,921	139,400	184.0	\$249	\$188,652	1.32
Black Diamond	\$1,903,300	4,305	8.0	\$442	\$237,913	1.86
Bothell	\$13,247,039	43,980	61.0	\$301	\$217,165	1.39
Burien	\$11,194,000	50,000	51.5	\$224	\$217,317	1.03
Carnation	\$497,503	1,850	2.3	\$269	\$220,134	1.22
Clyde Hill	\$1,334,779	3,060	9.0	\$436	\$148,309	2.94
Covington	\$3,788,942	18,750	18.2	\$202	\$208,298	0.97
Des Moines	\$7,868,335	30,570	33.0	\$257	\$238,434	1.08
Duvall	\$2,094,563	7,425	12.0	\$282	\$174,547	1.62
Edmonds	\$9,361,220	40,900	55.0	\$229	\$170,204	1.34
Federal Way	\$25,033,033	93,670	131.0	\$267	\$191,092	1.40
Hunts Point	\$297,425	415	1.2	\$717	\$247,854	2.89
Issaguah	\$8,348,000	34,590	37.0	\$241	\$225,622	1.07
Kenmore	\$3,300,684	22,320	16.1	\$148	\$204,503	
Kent	\$3,300,004	124,500	151.0		\$204,503	0.72 1.21
Kirkland		84,680	89.0	\$259		
Lake Forest Park	\$21,780,797 \$3,336,518		20.0	\$2 <u>57</u> \$2 <u>5</u> 8	\$244,728 \$166,826	1.05
Lynnwood		12 , 940 36 , 590	69.0			1.55 1.89
Maple Valley	\$13,002,111		18.9	\$355 \$169	\$188,436	0.76
Marysville	\$4,189,090 \$13,412,833	24,790	61.0		\$221,645 \$219,883	
Medina		64,940 3,165		\$207 \$648		0.94
Mercer Island	\$2,050,148		9.0		\$227,794	2.84
Mill Creek	\$6,716,706	23,660	31.0	\$284	\$216,668	1.31
Mukilteo	\$4,673,447	19,900	25.0	\$235	\$186,938	1.26
Newcastle	\$4,492,055	21,070	28.0	\$213	\$160,431	1.33
	\$2,076,488	11,090	10.1 8.0	\$187	\$206,001	0.91
Normandy Park North Bend	\$1,486,272	6,540		\$227	\$185,784	1.22
	\$1,473,400	6,570	8.2	\$224	\$179,683	1.25
Puyallup Redmond	\$14,899,707	39,850	58.0	\$374	\$256,892	1.46
	\$17,002,031	60,560	64.0	\$281	\$265,657	1.06
Renton	\$28,758,942	101,300	121.0	\$284	\$237,677	1.19
Sammamish	\$6,555,120	61,250	31.7	\$107	\$207,113	0.52
SeaTac	\$9,720,186	27,810	43-4	\$350	\$223,761	1.56
Seattle	\$299,838,119	686,800	1,404.0	\$437	\$213,560	2.04
Shoreline	\$12,345,306	54,990	52.4	\$225	\$235,463	0.95
Skykomish	\$30,590	200	0.1	\$153	\$218,500	0.70
Snoqualmie	\$4,217,642	13,110	17.8	\$322	\$236,946	1.36
Sumner	\$3,952,638	9,705	19.0	\$407	\$208,034	1.96
Tukwila .	\$16,104,716	19,540	79.0	\$824	\$203,857	4.04
Jniversity Place	\$3,528,408	32,230	15.0	\$109	\$235,227	0.47
Voodinville	\$3,181,779	11,570	14.9	\$275	\$213,829	1.29
arrow Point	\$329,892	1,040	2.0	\$317	\$164,946	1.92
		Partner City Aver	The state of the s	\$200	\$219,083	0.91
	Non-F	Partner City Aver	ages (weighted)	\$337	\$212,682	1.58



<u>Data sources:</u>

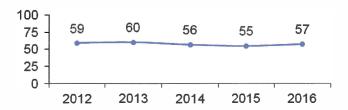
- 1. Budgets found on city websites or via city finance personnel.
- 2. Population is from the Office of Financial Management.



Burien's Crime Rate

The Crime Rate is a calculation of the number of Part I Crimes divided by population in thousands. Part I Crimes is a category of crimes established by the Federal Bureau of Investigation (FBI). It includes criminal homicide (which includes murder and non-negligent manslaughter, but excludes deaths by negligence, attempts to kill, suicides, accidental deaths, justifiable homicide, and traffic fatalities), forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.

Part I Crimes Per 1,000 Residents

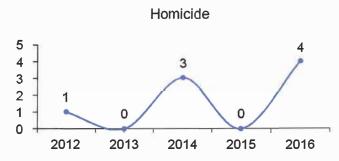


Source: Police Services Data



Part I Violent Crimes against People

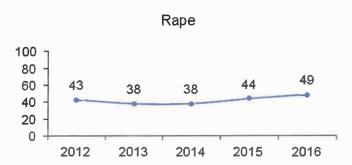
Part I Crimes include crimes categorized as "violent crimes" or "crimes against people." The following are Burien's Part I Violent Crimes.



Source for all below: Police Services Data

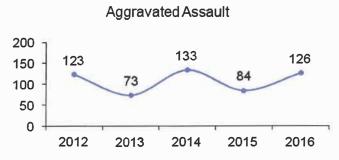
Homicide

The willful killing of one human being by another. Includes murder and non-negligent manslaughter, justifiable homicide, and manslaughter by negligence.



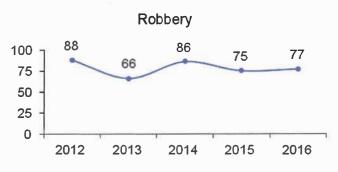
Rape

Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included in this count. Statutory offenses (no force used—victim under age of consent) are excluded.



Aggravated Assault

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.



Robbery

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person by force, threat of force, violence, or by putting the victim in fear.

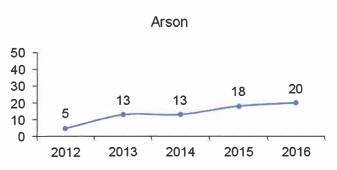


Part I Non-Violent Crimes against Property

The second group of Part I Crimes is known as "non-violent crimes," "crimes against property," or "property crimes." The following are Burien's Part I Crimes against Property. Information about vehicle theft, also included in this category, can be found with traffic and automobile incident information.

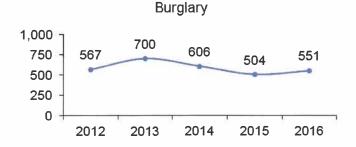
Arson

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.



Source for all below: Police Services Data

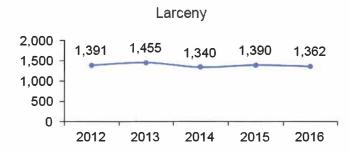
Burglary (breaking or entering)
Burglary is the unlawful entry of a
commercial or residential structure with
the intent to commit a crime. Attempted
forcible entry is included.



Larceny (except vehicles)

Larceny is the unlawful taking, carrying, leading, or riding away of property of any value amount from the possession or constructive possession of another.

Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, forgery, check fraud, and like crimes are excluded.

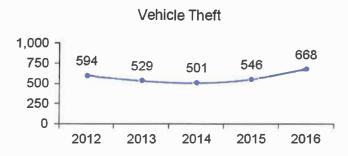




Traffic and Automobile Incident Information

Vehicle theft

Vehicle theft is included in Part I Crimes against Property. It is the theft or attempted theft of a motor vehicle, which is defined as being self-propelled and running on a land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

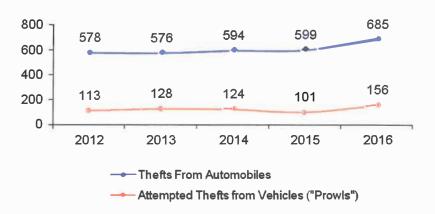


Source: Police Services Data

Thefts and Attempted Thefts ("Prowls") from Automobiles

A theft or attempted theft ("prowl") from an automobile is the act or attempted act of taking something from the inside of an automobile.



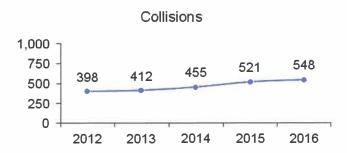


Source: Police Services Data and CAD System



Traffic Collisions

Collision information includes reports for injury, non-injury, and fatality vehicle collisions. Driving under the influence (DUI) collisions and hit-and-runs are excluded from this category.

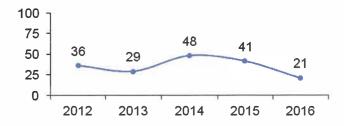


Source: Police Services Data

<u>Citizen Traffic Complaints</u>

Citizen traffic complaints include all reports residents make regarding chronic traffic violations and requests for traffic enforcement. Complaints are assigned out to specific traffic enforcement units as well as patrol and are worked on a regular basis. Some complaints are resolved relatively quickly, while others become the site of on-going traffic enforcement projects.

Citizen Traffic Complaints



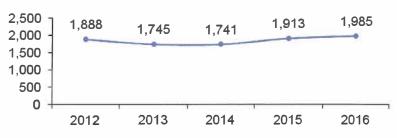
Source: Police Services Data



Part I & II Cases Closed by Arrest

The cases below represent incidents where an officer or detective has recommended that the King County Prosecutor's Office file criminal charges against the case suspect. These criminal charges may result in an arrest or another form of punitive action, such as a citation. A prosecuting attorney is solely responsible for the decision to formally file charges and prosecute defendants.

Part I & II Case Closed by Arrest

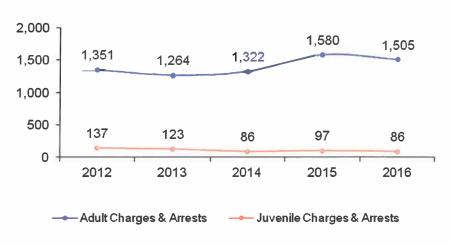


Source: KCSO RPIS Unit

Adult and Juvenile Charges and Arrests

One or more charges can result from a single arrest. Charges also can be filed when probable cause exists against a person who may not have been arrested. The following are the total number of felony and misdemeanor charges and arrests by adult and juvenile status.

Adult, Juvenile Charges and Arrests



Source: Police Services Data

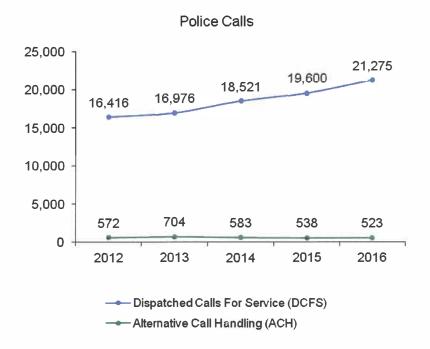


Calls for Police Assistance

The public receives police assistance in a variety of ways. Residents can call the Emergency 911 Communications Center to have one or more officers dispatched to the field, called a "dispatched call for service."

In addition to dispatched calls for service, 911 center operators can take certain types of reports over the phone through alternative call handling (ACH). This allows police officers more time to respond to those who need an officer present at the location of their incident.

Following are the numbers of dispatched calls for service (DCFS) and alternative call handling (ACH) incidents reported.



Source: Police Services Data and CAD

<u>Dispatched Calls For Service (DCFS)</u>: The number of DCFS shown here includes calls that are verified to take place inside the city limits and that are charged to the city as part of its police contract. Total DCFS counts, as shown in the Police Service Data section, may be slightly higher (usually less than 5 percent higher).

Response Times to High Priority Calls

When calls for police assistance are received by the Emergency 911 Communications Center, they are entered into the Computer Aided Dispatch (CAD) system and given a "priority" based on the criteria described below. If the call receiver is in doubt as to the appropriate priority, the call is assigned the higher of the two priority designators in question.

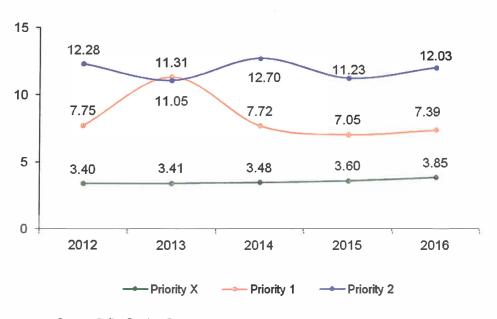
"Priority X" designates critical dispatches. These are incidents that pose an obvious danger to the life of an officer or citizen. It is used for felony crimes in-progress where the possibility of confrontation between a victim and suspect exists. Examples include shootings, stabbings, robberies or burglaries.

"Priority 1" designates immediate dispatches. These are calls that require immediate police action. Examples include silent alarms, injury traffic accidents, in-progress crimes or crimes so recent that the suspect may still be in the immediate area.

"Priority 2" designates prompt dispatches. These are calls that could escalate to a more serious degree if not policed quickly. Examples include verbal disturbances and blocking traffic accidents.

Following are the City of Burien's Police response times for the above priority calls. Response times include all time from the receipt of a phone call to the moment an officer arrives at the location of the incident.

Average Response Times to High Priority Calls (in minutes)



Source: Police Services Data

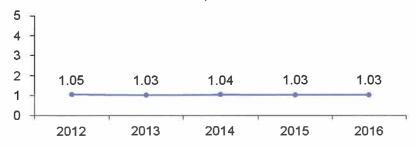


<u>Computer Aided Dispatch (CAD)</u>: A computerized communication system used by emergency response agencies for dispatching and tracking calls for emergency assistance.

Commissioned Officers per 1,000 Residents

Commissioned officers per 1,000 residents shows how many commissioned police officers are employed by Burien for every 1,000 residents. This number includes commissioned officers who work in supervisory or other non-patrol related positions as well as special services officers who work part-time for the city. It does not include professional (i.e. non-commissioned) support staff.

Commissioned Officers per 1,000 Residents

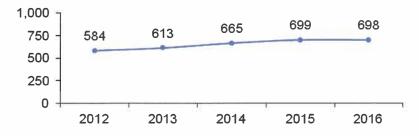


Source: KCSO Contracts Unit

Dispatched Calls for Service (DCFS) per Patrol Officer

Dispatched calls for service (DCFS) per patrol officer is the average number of dispatched calls one patrol officer responds to within a year. This number uses only dispatched calls Burien pays for and does not include the number of responses an officer initiates (such as witnessing` and responding to traffic violations, called "on views"). Also, the numbers below are *patrol only* and exclude non-patrol commissioned officers (such as supervisors or special duty officers/detectives).

Dispatched Calls for Service per Patrol Officer



Source: KCSO Contracts Unit



Costs of Police Services per Capita

The City of Burien contracts with the King County Sheriff's Office (KCSO) for police services. Among other benefits, contracting for services from a larger law enforcement agency allows for cost savings through "economies of scale." Specific economies of scale provided through the contract with KCSO include:

- Mutual aid agreements with other law enforcement agencies in Washington State
- A large pool of officers if back-up help is necessary
- Coverage if city officers are away
- Expertise of specialized units to assist officers
- More experienced officers to select from for city staffing
- > Cost sharing throughout the department to keep city costs down

Costs for police services vary depending on a city's resources and the level and type of police services the community wants. The City of Burien may have additional funds or expenditures for special projects or programs as part of the city's law enforcement budget. These additional costs are not reflected in the contract cost per capita, which shows the contract cost for police services divided by Burien's population.



Source: KCSO Contracts Unit

Cost per \$1,000 of Assessed Real Property Value

Cost per \$1,000 of assessed real property value shows Burien's contract cost in relationship to the property values of Burien.

Costper \$1,000 of Assessed Real Property Value



Source: King County Assessor's Office

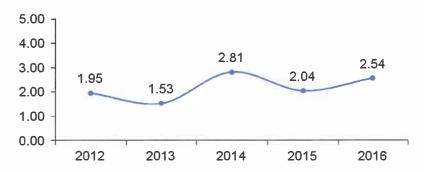


Complaints against Officers

Complaints against city police officers can originate from the public or internal police department personnel. All complaints are accepted and reviewed. When a complaint is made, the King County Sheriff's Office Internal Investigations Unit (IIU) will review the complaint. While serious complaints are investigated by IIU, the majority of complaints are far less serious and are handled at the worksites by supervisors. The following are the preliminary number of internal and external complaints that were investigated for city officers. Please note that these numbers are preliminary counts; final numbers will be published in the IIU Annual Report, released each spring.

	2012	2013	2014	2015	2016
Number of Complaints	32	26	52	40	55
Number of Dispatched Calls for Service	16,416	16,976	18,521	19,600	21,275

Complaints per 1,000 Dispatched Calls for Service



Source: KCSO Internal Investigations & Human Resource Units



City of Burien Police Service Data 2016



CRIME SUMMARY	1-Q	2-Q	3-Q	4-Q	YTD
TOTAL PART 1 OFFENSES	656	744	760	697	2857
TOTAL PART 2 OFFENSES	932	1005	1045	905	3887
Officers Assaulted	2	2	5	3	12
Total Domestic Violence Offenses	154	148	144	140	586
Gang Incidents	13	25	36	44	118
ADULT ARREST TOTAL	353	340	424	388	1505
	·				
AUTO RECOVERIES	1-Q	2-Q	3-Q	4-Q	YTD

PART 1 Cases Closed/Cleared						
for the following offenses:	1-Q	2-Q	3-Q	4-Q	YTD	
Homicide	0	2	0	0	2	
Rape (including attempt)	3	0	3	2	8	
Robbery	6	4	10	2	22	
Aggravated Assault	20	12	17	18	67	
Commercial Burglary	3	3	3	4	13	
Residential Burglary	5	5	6	4	20	
Larceny	36	46	38	36	156	
Arson	1	2	2	5	10	

Inside / Inside Outside / Inside

TOTAL

PART 2 Cases Closed/Cleared						
for the following offenses:	1-Q	2-Q	3-Q	4-Q	YTD	
Assault 4th Degree	81	67	85	74	307	
Narcotics	29	29	26	20	104	
Frauds	5	9	4	8	26	
TOTAL	115	105	115	102	437	



PART 1 OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Assault, Hands	20	15	16	16	67
Assault, Knife	3	6	6	3	18
Assault, Firearm	9	5	2	10	26
Assault, ODW	4	2	5	4	15
HOMICIDE	1	2	1	0	4
Robbery, Bank	0	2	0	0	2
Robbery, Chain Store	6	4	7	3	20
Robbery, Commercial	0	0	0	1	1
Robbery, Gas Station	1	0	1	2	4
Robbery, Highway	8	4	7	4	23
Robbery, Miscellaneous	4	2	9	3	18
Robbery, Residence	0	2	1	3	6
Robbery, Carjack	0	2	0	1	3
Attempted Rape	1	0	0	1	2
Rape	8	8	11	8	35
Child Rape	4	0	7	1	12
Comm Burglary, FE	29	32	44	29	134
Comm Burglary, NF	8	8	10	13	39
Comm Burglary, ATT	2	4	4	9	19
Residential Burglary, FE	37	64	50	51	202
Residential Burglary, NF	25	35	36	32	128
Residential Burglary,ATT	7	5	9	8	29
Larceny	335	359	362	306	1362
Vehicle Theft	138	177	165	183	663
Truck-Bus Theft	0	0	0	1	1
Other Vehicle Theft	1	1	0	0	2
Theft Boat/RV	2	0	0	0	2
Arson Confirmed	3	5	7	5	20
TOTAL PART 1 OFFENSES	656	744	760	697	2857



PART 2 OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Assault 4th Degree	95	98	114	103	410
Total Sex Offenses	39	32	34	35	140
FamilyJuvenile Offenses	91	93	78	81	343
Forgery/Fraud Offenses	68	59	58	51	236
Commercial Vice	0	1	2	0	3
Gambling, Other	0	0	0	0	0
Kidnapping	2	1	1	0	4
Weapons	14	24	15	14	67
All Other	193	182	198	191	764
Viol Crt Order (misd)	29	28	30	33	120
Viol Crt Order (felony)	3	8	4	3	18
HATE CRIMES	0	1	0	1	2
Stolen Property	14	5	4	2	25
Trespass	196	231	276	162	865
Vandalism	90	110	110	118	428
Disorderly Conduct	4	4	6	2	16
Liquor Violation	24	42	40	30	136
DUI	41	57	49	59	206
HEROIN, etc	14	11	10	9	44
SYNTHETIC NARCOTICS	13	18	14	10	55
OTHER NARCOTICS	1	0	1	0	2
MARIJUANA	1	0	1	1	3
TOTAL PART 2 OFFENSES	932	1005	1045	905	3887



DISPATCHED CALLS					
FOR SERVICE	1-Q	2-Q	3-Q	4-Q	YTD
N1	842	987	1110	780	3719
N2	844	971	1009	859	3683
N3	735	796	789	720	3040
N4	454	538	644	513	2149
N5	1373	1699	1791	1589	6452
N6	606	692	698	595	2591
TOTAL DCFS	4854	5683	6041	5056	21634

AVG Response Time	1-Q	2-Q	3-Q	4-Q
Critical Dispatch X=	3.81	3.08	4.73	3.99
Immediate Dispatch 1=	7.03	7.53	7.46	7.49
Prompt Dispatch 2=	10.90	12.83	12.86	11.27
Routine Dispatch 3=	32.62	38.33	40.55	32.72

LARCENY OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
D/D	17	6	8	12	43
Gas	0	0	0	0	0
APA	9	16	6	12	43
Bike	3	7	13	4	27
COMD	2	3	1	0	6
NSC	33	40	57	44	174
P/P	1	3	3	0	7
P/S	3	2	1	1	7
S/L	74	47	40	28	189
TFA	148	186	176	175	685
TFB	45	49	57	30	181
TOTAL	335	359	362	306	1362



			ps		
ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Juvenile Arrests					
Felony	8	2	6	5	21
Misdemeanor	17	13	13	22	65
Homicide	0	1	0	0	1
JUVENILE ARREST TOTAL	25	16	19	27	87
				•	
Adult Arrests					
Felony	60	69	77	77	283
Misdemeanor	293	271	347	311	1222
Homicide	0	0	0	0	0
ADULT ARREST TOTAL	353	340	424	388	1505
Grand Total Arrests	378	356	443	415	1592



JUVENILE FEL. ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	3	1	1	1	6
Arson	0	0	0	1	1
Burglary	0	1	0	1_	2
Counterfeiting / Forgery	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
DUI	0	0	0	0	0
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Larceny	0	0	0	0	0
Liquor Violation	0	0	0	0	0
Marijuana	0	0	0	0	0
Narcotics / Drug Violation	0	0	0	0	0
Other (except Traffic)	0	0	0	0	0
Other (Traffic Violations)	0	0	0	0	0
Prostitution - VICE	0	0	0	0	0
Robbery	2	0	2	0	4
Sex Offense (No Rape)	0	0	0	0	0
Simple Assault	0	0	0	0	0
Stolen Property	0	0	1	0	1
Vandalism	0	0	0	0	0
Vehicle Theft	2	0	0	1	3
Weapons Violations	1	0	2	1	4
TOTAL	8	2	6	5	21

JUVENILE MISD ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Counterfeiting / Forgery	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
DUI	0	1	1	1	3
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Larceny	2	3	4	1	10
Liquor Violation	0	1	1	0	2
Marijuana	1	0	0	1	2
Narcotics / Drug Violation	0	0	0	0	0
Other (except Traffic)	5	1	0	4	10
Other (Traffic Violations)	1	0	1	0	2
Prostitution - VICE	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offense (No Rape)	1	0	0	0	1
Simple Assault	6	6	4	13	29
Stolen Property	0	0	0	0	0
Vandalism	0	1	2	1	4
Vehicle Theft	0	0	0	0	0
Weapons Violations	1	0	0	1	2
TOTAL	17	13	13	22	65



ADULT FEL. ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	15	7	14	12	48
Arson	1	1	2	3	7
Burglary	8	7	7	5	27
Counterfeiting / Forgery	2	2	0	1	5
Court Order Violation	3	9	5	2	19
Disorderly Conduct	0	0	0	0	0
DUI	0	1	0	1	2
Embezzlement	0	0	0	0	0
Forcible Rape	2	0	2	1	5
Fraud	1	1	1	0	3
Gambling, Other	0	0	0	0	0
Larceny	1	1	0	0	2
Liquor Violation	0	0	0	0	0
Marijuana	0	0	0	0	0
Narcotics / Drug Violation	4	8	10	17	39
Other (except Traffic)	4	7	5	4	20
Other (Traffic Violations)	2	1	3	3	9
Prostitution - VICE	0	0	0	0	0
Robbery	3	2	8	2	15
Sex Offense (No Rape)	1	1	3	2	7
Simple Assault	0	0	0	0	0
Stolen Property	3	4	3	4	14
Vandalism	0	1	0	0	1
Vehicle Theft	7	15	9	16	47
Weapons Violations	3	1	5	4	13
TOTAL	60	69	77	77	283

ADULT MISD ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	0	0	0	0	0
Arson	0	1	0	0	1
Burglary	0	0	0	1	1
Counterfeiting / Forgery	2	1	0	2	5
Court Order Violation	27	24	28	35	114
Disorderly Conduct	3	3	5	1	12
DUI	40	45	44	58	187
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	1	1	2	4
Gambling, Other	0	0	0	0	0
Larceny	35	45	39	36	155
Liquor Violation	0	0	1	2	3
Marijuana	0	0	1	0	1
Narcotics / Drug Violation	4	0	0	0	4
Other (except Traffic)	43	43	81	51	218
Other (Traffic Violations)	37	33	42	41	153
Prostitution - VICE	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offense (No Rape)	2	1	1	1	5
Simple Assault	80	58	84	63	285
Stolen Property	1	1	4	1	7
Vandalism	16	14	13	14	57
Vehicle Theft	0	0	0	1	1
Weapons Violations	3	1	3	2	9
TOTAL	293	271	347	311	1222



CITY OF BURIEN AGENDA BILL

Agenda Subject: Community Ani	mal Resource and Education Society	Meeting Date:
(C.A.R.E.S.) contract amendment	April 24, 2017	
Department:	Attachments:	Fund Source: Pet Licenses and General
City Manager	A. Memorandum on Contract	Fund, City Manager's Department
Contact: Laura Crandall	Amendment with C.A.R.E.S.	Activity Cost: \$217,164
Telephone:	B. King County Materials	Amount Budgeted: \$180,000
206-439-3165	C. C.A.R.E.S. Job Descriptions	Unencumbered Budget Authority: \$2,940
	D. Contract Amendment #8	
Adopted Initiative:	Initiative Description:	
N/A		

PURPOSE/ REQUIRED ACTION:

The purpose of this item is to review and approve the C.A.R.E.S. contract amendment, which allocates additional funding for the purposes of providing eligible C.A.R.E.S. employees with wages and benefits comparable to the regional industry standard. The amendment defines Eligible Employee; requires reporting of the number of Eligible Employees; the wage and benefit rates of Eligible Employees; and evidence of provision of medical/dental/vision benefits to Eligible Employees.

BACKGROUND (*Include prior Council action & discussion*):

In December 2016, the City Council moved to renew the C.A.R.E.S. contract for an unspecified period and directed that adjustments be made to the current contract to bring the wages and benefits of qualified personnel in line with the level provided by Regional Animal Services of King County (RASKC). Council also directed that funding be provided for any items recommended by the 2016 Operations Audit. That Audit recommended purchasing a newer animal control vehicle suited to the purpose.

In March 2017, Council again discussed and voted on the City's contract with C.A.R.E.S. in light of information related to a C.A.R.E.S. employee and alleged actions by the Executive Director. Council reaffirmed the City's contract with C.A.R.E.S. in a 4-3 vote at the March 6th meeting.

The attached contract amendment #8 is for the period May 1, 2017 to December 31, 2017. The amendment increases the contract amount by \$40,104 to adjust the wages/benefits of qualified personnel and to address some recommendations from the 2016 Operations Audit. The attached memo and supporting documentation provides more detail.

The City is preparing a new long-term contract to begin review by Council in September, 2017. The new contract will begin on January 1, 2018.

OPTIONS (Including fiscal impacts):

1 Approve C.A.R.F.S. Contract Amendment #8. For the period May 1-December 31 2017, the total additional

amount is \$40,104. Staff will include a budget increase 2. Take no action.	•
Administrative Recommendation:	
Advisory Board Recommendation:	
Suggested Motion:	
I move to adopt Contract Amendment #8 between the City of B	urien and Burien C.A.R.E.S.
Submitted by:	A
Administration KN/LL City N	1anager
Today's Date: April 24, 2017	File Code: Click here and begin typing.



400 SW 152nd Street • Suite 300 • Burien, WA 98166 Phone: (206) 241-4647 • FAX (206) 248-5539 www.burienwa.gov

MFMORANDUM

To: Burien City Council

From: Laura Crandall, Local Government Management Fellow

Topic: Community Animal Resource and Education Society (C.A.R.E.S.) Contract Amendment #8

Date: March 23, 2017

Executive Summary

The current C.A.R.E.S. contract expires December 31, 2017. The attached contract amendment is for the period May 1, 2017 to December 31, 2017. It is based on December 2016 Council direction.

The amendment increases the monthly payment rate for C.A.R.E.S. from \$14,755 to \$19,768.

For the period May 1-December 31 2017, the total additional amount would be \$40,104.

This memo provides information on Council direction, how staff calculated the appropriate wage rate for eligible positions in C.A.R.E.S., and includes and additional expenditures recommended by the 2016 Operations Audit.

C.A.R.E.S. Contract Extension and Renewal Background

On December 19, 2016, the Burien City Council voted 5-2 to direct the Interim City Manager to:

- Revise the City's 2017 C.A.R.E.S. animal care and control contract to reflect audit recommendations and provide for staff pay and benefit adjustments to match those offered by Regional Animal Services of King County.
- Pursue a new longer-term contract beginning in 2018 with C.A.R.E.S. incorporating the above amendments.

On March 6, 2017, the Burien City Council again discussed and voted on the City's contract with C.A.R.E.S. in light of information related to a C.A.R.E.S. employee and alleged actions by the Executive Director. Council reaffirmed the City's contract with C.A.R.E.S. in a 4-3 vote.

Referenced Material for Cost Projections, and Definition of Eligible Employee

To determine the contract rate adjustment for the proposed contract amendment, staff calculated costs by referencing Regional Animal Services of King County (RASKC) as directed by Council. RASKC is a comparable model in that it provides animal control services and animal sheltering for government agencies in the region.¹ To identify and cost corresponding positions ("Eligible Employees"), staff

¹ In December 2016, Council was presented with comparison information on services of RASKC and C.A.R.E.S. That comparison appears in the Appendix of this document.

referenced RASKC job descriptions, King County Squared Salary Tables, and the most-recent collective bargaining agreement (CBA) between King County and the Animal Control Officers Guild.

In the proposed C.A.R.E.S. contract amendment, "Eligible Employee" is defined as:

...those whose job descriptions are substantially similar in duties, qualifications, and experience to positions covered under the Animal Control Officers Guild Agreement with King County, Washington. Furthermore, an employee must be full-time, non-temporary staff to qualify as an Eligible Employee.

Based on job descriptions provided by C.A.R.E.S. and RASKC job descriptions, staff identified the following three positions as Eligible Employees:

- Animal Control Officer
- Shelter Manager/ACO
- Animal Care Specialist

How Costs Were Calculated

The following calculations were used to arrive at the **amount of increase** over the current contract:

Hourly wage rate \times 2080 = Annual wage rate² Annual wage rate \times 19% = Benefits allowance Annual wage rate \times 10% = Payroll taxes

Annual wage rate + Benefits allowance + Payroll taxes - current wages = Total increase

Benefits costs were projected based on a percentage of wages similar to current City employee rates. Table 1. Shows the Annual Payroll Expense projection for the three eligible positions.

Table 1. Annual Payroll Expense Projection

Position	He	ürly	An	nual	KC Range:	KC Step
ACO FT	\$	23.53	\$	48,942	43	1
Shelter Mgr*	\$	18.12	\$	37,690	32	1
Animal Care Spclst*	\$	18.12	\$	37,690	32	1
Total Salaries			\$	124,322		
Payroll Tax				12,432		
Total Benefits				23,621		
Total Annual Payroll Expense			\$	160,375		

^{*}King County's Animal Tech Salary Range was used for **C.A.R.E.S. Shelter Operations Manager and Animal Care Specialist,** as job duties are similar.

² 2080 is number of hours assigned to a full time position.

Table 2. Current Salaries

	Current
Position	Salary
ACO	\$33,000
Shelter Mgr	31,000
Care Specialist	31,200
Wages Subtotal	\$95,200
Payroll taxes: 10%	9,520
Current Total	<u>\$104,720</u>

Additional Funds for C.A.R.E.S. Audit Recommendations

The 2016 operations audit of C.A.R.E.S. recommended improvements, some of which require additional funds. Staff included \$4,500 for the additional expenditures. This amount will fund the purchase of a new vehicle through annual allocations. The decision to allocate annually rather than as a lump sum was jointly arrived at between C.A.R.E.S. and staff. Total amount is \$30,000. The remaining \$25,500 will be built into the contract renewal in the amount of \$5,100 per annum.

To Determine the Total Annual Increase for All Adjustments:

Projected Annual Payroll for 3 positions	\$160,375
Less Current Total Payroll for 3 positions	104,720
Total Wage and Benefit Increase	\$55,655
Annual Allotment for Audit Recommendations	<u>4,500</u>
Total Annual Increase	\$60,155

To arrive at the monthly payment amount for the remainder of the current contract, the annual increase was divided by 12:

$$$60,155 \div 12 = $5,013$$

and then added to the current monthly payment amount:

The total contract for 2017 is \$217,164. If Council approves the increase, staff will amend the budget to reflect the increased cost with the 2017-2018 mid-biennial amendment.

Appendix

Comparison of Services

Figure 4 shows the services provided by both organizations. Orange indicates the service is not provided; yellow indicates partial provision of service, and a dollar (\$) sign indicates an additional cost to the City in staff time and/or materials that is not included in the contracted amount paid.

In **Field Services**, the service difference noted is the removal of dead animals from the right of way. CARES is contracted to provide this. RASKC will not. Burien's Department of Public Works handled this prior to the current contract.

Sheltering shows that CARES uses an offsite vet for animal health checks and vaccinations, etc. There is no additional cost to the City.

Both the City and CARES handle Licensing. Both sell licenses, but the City handles renewals. This includes mailings, data entry, delinquent reminders, postage, and materials. The City does not have licensing software to automate the process. This increases staff time for the renewal process. Implementation of the City's new financial software may improve the current process, reducing staff time.

RASKC includes everything in the Administrative category in their fees.

With CARES, the City is entirely responsible for legal proceedings and all accounting functions. Public disclosure requests, and media/other inquiries are handled jointly. The City estimates 253 hours of staff time per annum on all CARES related activities, the bulk of which is related to pet licensing.

Service Category	Function	CARES	RASKC
	24/7 Emergency Response	Priority categories and response data dissimilar between CARES and RASKC.	
Field Services	Dispatch ACO for Priority Calls	1.5 ACO's on duty six days per week; on call Sundays. 13.23 sq. mile service area	2 ACO's on duty six days per week in District 68 sq. mile service area
	Removal of Dead Animals in ROW	Yes	Burien Public Works would resume, \$
Sheltering	Adequate Facilities	Passed Operations Audit 8/2016	Yes
	Veterinary Services	Offsite	Onsite
	Euthanasia < 15%	<5%	<12%
Licensing	Licensing and Renewals	In-person sales at City Hall and CARES Renewal mailings by City Hall Staff. \$	On-line and in-person sales through RASKC. Mailings and calls for renewals.
Administrative	Public Disclosure Requests	City/CARES, \$	RASKC handles; included in contracted amount.
	Collect, track, record fees		
	Handle media/other inquiries		
	Handle legal proceedings	City Attorney, \$	

Figure 4

2016 KING COUNTY 10 STEP HOURLY SQUARED SCHEDULE (WITH 2.25% COLA FOR 2016)

Ra	nge	1	2	3	4	5	6	7	8	9	10
H	11	\$11.0143	\$11.5485	\$11.8257	\$12.1095	\$12.4001	\$12.6977	\$13.0024	\$13.3145	\$13.6340	\$13.9612
Н	12	\$11.2786	\$11.8256	\$12.1094	\$12.4000	\$12.6976	\$13.0023	\$13.3144	\$13.6339	\$13.9611	\$14.2962
H	13	\$11.5493	\$12.1094	\$12.4000	\$12.6976	\$13.0023	\$13.3144	\$13.6339	\$13.9611	\$14.2962	\$14.6393
H	14	\$11.8265	\$12.4001	\$12.6977	\$13.0024	\$13.3145	\$13.6340	\$13.9612	\$14.2963	\$14.6394	\$14.9907
Н	15	\$12.1103	\$12.6976	\$13.0023	\$13.3144	\$13.6339	\$13.9611	\$14.2962	\$14.6393	\$14.9906	\$15.3504
Н	16	\$12.4009	\$13.0023	\$13.3144	\$13.6339	\$13.9611	\$14.2962	\$14.6393	\$14.9906	\$15.3504	\$15.7188
H	17	\$12.6985	\$13.3144	\$13.6339	\$13.9611	\$14.2962	\$14.6393	\$14.9906	\$15.3504	\$15.7188	\$16.0961
H	18	\$13.0033	\$13.6340	\$13.9612	\$14.2963	\$14.6394	\$14.9907	\$15.3505	\$15.7189	\$16.0962	\$16.4825
Н	19	\$13.3154	\$13.9612	\$14.2963	\$14.6394	\$14.9907	\$15.3505	\$15.7189	\$16.0962	\$16.4825	\$16.8781
Н	20	\$13.6350	\$14.2963	\$14.6394	\$14.9907	\$15.3505	\$15.7189	\$16.0962	\$16.4825	\$16.8781	\$17.2832
H	21	\$13.9622	\$14.6394	\$14.9907	\$15.3505	\$15.7189	\$16.0962	\$16.4825	\$16.8781	\$17.2832	\$17.6980
Н	22	\$14.2973	\$14.9907	\$15.3505	\$15.7189	\$16.0962	\$16.4825	\$16.8781	\$17.2832	\$17.6980	\$18.1228
H	23	\$14.6404	\$15.3505	\$15.7189	\$16.0962	\$16.4825	\$16.8781	\$17.2832	\$17.6980	\$18.1228	\$18.5577
H	24	\$14.9918	\$15.7189	\$16.0962	\$16.4825	\$16.8781	\$17.2832	\$17.6980	\$18.1228	\$18.5577	\$19.0031
Н	25	\$15.3516	\$16.0962	\$16.4825	\$16.8781	\$17.2832	\$17.6980	\$18.1228	\$18.5577	\$19.0031	\$19.4592
H	26	\$15.7200	\$16.4824	\$16.8780	\$17.2831	\$17.6979	\$18.1226	\$18.5575	\$19.0029	\$19.4590	\$19.9260
H	27	\$16.0973	\$16.8780	\$17.2831	\$17.6979	\$18.1226	\$18.5575	\$19.0029	\$19.4590	\$19.9260	\$20.4042
H	28	\$16.4836	\$17.2831	\$17.6979	\$18.1226	\$18.5575	\$19.0029	\$19.4590	\$19.9260	\$20.4042	\$20.8939
H	29	\$16.8792	\$17.6978	\$18.1225	\$18.5574	\$19.0028	\$19.4589	\$19.9259	\$20.4041	\$20.8938	\$21.3953
H	30	\$17.2843	\$18.1226	\$18.5575	\$19.0029	\$19.4590	\$19.9260	\$20.4042	\$20.8939	\$21.3954	\$21.9089
H	31	\$17.6991	\$18.5575	\$19.0029	\$19.4590	\$19.9260	\$20.4042	\$20.8939	\$21.3954	\$21.9089	\$22.4347
H	32	\$18.1239	\$19.0029	\$19.4590	\$19.9260	\$20.4042	\$20.8939	\$21.3954	\$21.9089	\$22.4347	\$22.9731
H	33	\$18.5589	\$19.4590	\$19.9260	\$20.4042	\$20.8939	\$21.3954	\$21.9089	\$22.4347	\$22.9731	\$23.5245
H	34	\$19.0043	\$19.9260	\$20.4042	\$20.8939	\$21.3954	\$21.9089	\$22.4347	\$22.9731	\$23.5245	\$24.0891
H	35	\$19.4604	\$20.4042	\$20.8939	\$21.3954	\$21.9089	\$22.4347	\$22.9731	\$23.5245	\$24.0891	\$24.6672
H	36	\$19.9274	\$20.8939	\$21.3954	\$21.9089	\$22.4347	\$22.9731	\$23.5245	\$24.0891	\$24.6672	\$25.2592
Н	37	\$20.4057	\$21.3954	\$21.9089	\$22.4347	\$22.9731	\$23.5245	\$24.0891	\$24.6672	\$25.2592	\$25.8654
Н	38	\$20.8954	\$21.9088	\$22.4346	\$22.9730	\$23.5244	\$24.0890	\$24.6671	\$25.2591	\$25.8653	\$26.4861
Н	39	\$21.3969	\$22.4346	\$22.9730	\$23.5244	\$24.0890	\$24.6671	\$25.2591	\$25.8653	\$26.4861	\$27.1218
Н	40	\$21.9104	\$22.9731	\$23.5245	\$24.0891	\$24.6672	\$25.2592	\$25.8654	\$26.4862	\$27.1219	\$27.7728
Н	41	\$22.4362	\$23.5244	\$24.0890	\$24.6671	\$25.2591	\$25.8653	\$26.4861	\$27.1218	\$27.7727	\$28.4392
Н	42	\$22.9747	\$24.0890	\$24.6671	\$25.2591	\$25.8653	\$26.4861	\$27.1218	\$27.7727	\$28.4392	\$29.1217
Н	43	\$23.5261	\$24.6671	\$25.2591	\$25.8653	\$26.4861	\$27.1218	\$27.7727	\$28.4392	\$29.1217	\$29.8206

cba Code: 170

ADDENDUM A ANIMAL CONTROL OFFICERS GUILD AND KING COUNTY

Union Code: P1

Job Class Code	PeopleSoft Job Code	Classification Title	Range*
5252150	525701	Animal Care Technician	32
5252100	525301	Animal Control Officer	43
5252200	525501	Animal Control Sergeant	49
5252300	525601	Animal Control Sergeant - Lead	52
3130100	314101	Foster Program Coordinator	46
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ĺ		Veterinary Technician								
-	Veterina	Veterinary Technician – Not eligible for COLA for the Duration of the 2014 - 2016 collective								
-	bargaining agreement (Frozen on 2012 rates)									
	Job Clas	s Code: 3	3206100		Rang	e 43	Pe	opleSoft .	Job Code:	324201
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	\$21.5198	\$22.5635	\$23,1050	\$23.6595	\$24.2273	\$24.8088	\$25,4042	\$26.0139	\$26.6382	\$27.2775



Invites Applications for the Position of:

Animal Care Technician

Apply online at http://www.kingcounty.gov/jobs

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/03/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 04/24/14 04:30 PM (GMT -8:00)

SALARY: \$16.58 - \$21.01 Hourly \$2,873.87 - \$3,641.73 Monthly

LOCATION: Regional Animal Services King County - 21615 64th Ave S, Kent

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Executive Services - Records & Licensing Services Division

JOB NUMBER: 2014LM03857

SUMMARY:

POSITION SUMMARY:

Are you someone who takes a great interest in the health and wellbeing of animals and can also work considerately and effectively with their human owners? Are you interested in being a leader in service excellence, committed to building an enduring legacy of continuous improvement and employee engagement? Regional Animal Services of King County (RASKC) is looking for an experienced Animal Care Technician who has worked directly with animals (primarily dogs and cats) in an animal shelter, animal control, kennel, veterinary, or zoological setting. We are seeking candidates who are passionate about the needs of animals and have the technical skills to care for them. The RASKC team provides pet shelter and field services to 25 cities and unincorporated King County. Their services include pet adoption, responding to animal assistance calls in the field, pet licensing and much more. Please join the RASKC team and help us fulfill our mission of ensuring the humane treatment of animals and the protection of the health and safety of the public.

WHO MAY APPLY:

This position is open to all qualified candidates.

This recruitment may be used to create an eligibility list for future openings.

WORK SCHEDULE:

The work week is 40-hours with the option of five 8-hour or four 10-hour shifts, based on seniority, and may include work on weekends, holidays, and on-call evening schedules. Schedules may change with 14-day notice. This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible and at times may be mandatory.

APPLICATION PROCEDURES:

Candidates who wish to be considered for this position **must** submit:

a. An online King County job application

- b. A resume (Add as an attachment in the "Other Information" section)
- c. A letter of interest detailing your experience and qualification with reference to the specific duties and responsibilities of this position (Add as an attachment in the "Other Information" section)
- d. A completed Supplemental Questionnaire

Applicants may be required to demonstrate their qualifications at the time of the interview and/or skills assessment.

Failure to submit a complete application package will result in disqualification from further consideration for this position.

For questions regarding this recruitment, please contact Lori McGill at lori, mcqill@kinqcounty.gov or at (206)296-1477.

JOB DUTIES:

- Clean, feed, water and monitor animals held at the Center.
- Clean and sanitize shelter to maintain a healthy and humane environment for animals, employees and visitors.
- Vaccinate, and scan for microchips, all dogs and cats on arrival to the Center.
- Medicate sick or injured animals as prescribed by a veterinarian, microchip animals available for adoption in the absence of veterinary staff.
- Perform customer service in person and by phone including: answering questions, receiving and releasing animals, receiving animal complaints, issuing licenses and answering general inquiries from the public.
- Educate the public on animal behavior, care, training, laws and policies; assist potential adopters in selecting animals.
- Prepare and issue adoption, redemption and transfer paperwork; release animals.
- Sell pet licenses.
- Perform behavior assessments on shelter animals.
- Record and maintain accurate person and animal information, both on paper and in a computer database.
- Provide guidance, training and support for volunteers working at the Center.
- Euthanize animals.
- Notify owners of licensed or identified animals brought into the Center.
- Safely operate all related equipment to maintain shelter facility.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- One (1) or more years of paid experience working directly with animals (primarily dogs and cats) in an animal shelter, animal control, kennel, veterinary, or zoological setting.
- Experience in animal handling and behavior assessment techniques, proper methods for the care and feeding of animals, cleaning of cages, kennels, and other areas.
- Demonstrated ability to handle animals in a humane manner under a variety of shelter situations, including willingness to treat animals as directed.
- Experience working directly with the public, providing quality customer service by responding to complaints, inquiries, and problems using effective listening and clear communication while dealing courteously, professionally, and tactfully with the public.
- Ability to multi-task and prioritize work assignments and be flexible in a busy environment while maintaining composure under difficult and stressful situations.
- Ability to use a computer to prepare written informative narrative reports documenting investigative actions and incidents.
- Ability to handle cash, accurately account for monies, licenses, and items subject to inventory and accurately make mathematical calculations and enter data.
- Ability to work with kennel cleaning materials (i.e., bleach, WysiwashTM, Kennel-SolTM, StingerTM degreaser, and various other cleaning products).
- Ability to work independently and in a team environment while consistently demonstrating regular and reliable on-time attendance.
- Have a high school diploma or equivalent.
- Ability to work mandatory overtime, after hours, and on weekends, including on-call

availability.

DESIRABLE QUALIFICATIONS:

• The most qualified applicants will be licensed veterinary technicians or have other advanced animal care experience.

SUPPLEMENTAL INFORMATION:

SUPPLEMENTAL INFORMATION:

- Must pass a pre-employment physical
- Have or be able to obtain a Euthanasia Drug Certification
- Regular and reliable attendance, effective communication skills and development of effective working relationships are requirements of all Records and Licensing Services positions.
- This position is represented by the Animal Control Officers Guild

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Animal Care Technician Supplemental Questionnaire

*	1.	How many years of paid experience do you have working directly with animals (primarily dogs and cats) in an animal shelter, animal control, kennel, veterinary, or zoological setting? None to less than 1 year 1 year 2-3 years 4+ years
*	2.	How many years of experience do you have in animal handling and behavior assessment techniques, proper methods for the care and feeding of animals, cleaning of cages, kennels, and other areas?
		None to less than 1 year 1 year 2-3 years 4+ years
*	3.	Can you demonstrate the ability to handle animals in a humane manner under a variety of shelter situations, including the willingness to treat animals as directed up to and including euthanasia?
		Yes No
*	4.	How many years of experience do you have working directly with the public, providing quality customer service, responding to complaints, inquiries, and problems while demonstrating effective listening and communication and dealing courteously, professionally and tactfully with the public? None to less than 1 year
		2-3 years



Invites Applications for the Position of:

Animal Control Officer

Apply online at http://www.kingcounty.gov/jobs

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 03/13/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 04/16/17 11:59 PM (GMT -8:00)

SALARY: \$24.06 - \$30.49 Hourly

LOCATION: Regional Animal Services King County - 21615 64th Ave S, Kent

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Executive Services - Records & Licensing Services Division

JOB NUMBER: 2017LM06620

SUMMARY:

Are you someone who takes a great interest in the health and wellbeing of animals and can also work considerately and effectively with their human owners? Are you interested in being a leader in service excellence, committed to building an enduring legacy of continuous improvement and employee engagement? Regional Animal Services of King County (RASKC) is looking for an experienced Animal Control Officer who has worked directly with animals (primarily dogs and cats) in an animal shelter, animal control, kennel, veterinary, or zoological setting. We are seeking candidates who are passionate about the needs of animals and have the technical skills to care for them. The RASKC team provides pet shelter and field services to 25 cities and unincorporated King County. Their services include pet adoption, responding to animal assistance calls in the field, pet licensing and much more. Please join the RASKC team and help us fulfill our mission of ensuring the humane treatment of animals and the protection of the health and safety of the public.

This recruitment will establish an eligibility list that will be used to fill any career service or termlimited temporary vacancies over the coming year.

WHO MAY APPLY:

This position is open to all qualified candidates.

King County is proud to be an Equal Employment Opportunity/Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

Job Bulletin Page 2 of 6

WORK SCHEDULE:

The work week is 40-hours with the option of 5 8-hour or 4 10-hour shifts, based on seniority, and may include work on weekends, holidays, and on-call evening schedules. Schedules may change with 14-day notice. This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible and at times may be mandatory.

APPLICATION PROCEDURES:

Candidates who wish to be considered for this position *must* submit:

- a. An online King County job application
- b. A completed Supplemental Questionnaire

It is *highly recommended* that candidates also submit:

- a. A letter of interest detailing your experience and qualification with reference to the specific duties and responsibilities of this position
- b. A resume

Failure to submit a complete application package may result in disqualification from further consideration for this position.

For questions regarding this recruitment, please contact Lori McGill at lori.mcgill@kingcounty.gov or at (206)263-2916.

The ACO position will now end as of April 16, 2017. All applications that have been received through that date be eligible for review. Interviews are tentatively being scheduled for the end of April, 2017.

JOB DUTIES:

- Respond to complaints of animal nuisance and vicious or abused animals; determine course of action, write reports and issue written warnings or citations
- Pick up owned or stray animals, including injured or dead animals
- Transport animals to other shelter and/or veterinary facilities, adoption events
- · Rescue domestic animals, livestock and wildlife
- Enforce animal control ordinances
- Prepare court cases and testify in court
- Write investigatory and incident reports and maintain logs
- Mediate and resolve conflicts
- Educate and counsel the public on pet care and laws and regulations covering pet ownership
- Issue licenses and collect fees
- Participate in animal welfare educational activities
- Support and assist other public agencies on issues related to animal control
- · Perform data entry functions
- Fill in at shelter as needed
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

 Two (2) or more years of paid experience in animal control or equivalent experience and training in law enforcement, code enforcement, regulatory investigations and progressively responsible related experience in the field of animal care which may include shelter, kennel, veterinary, or zoological setting

OR

Job Bulletin Page 3 of 6

combination of related degree (i.e. animal sciences, criminal justice, zoology, veterinary technology) and one year of related experience.

- Demonstrated ability to handle animals in a humane manner under a variety of shelter/field
- Experience in animal handling and behavior assessment techniques, proper methods for the care and feeding of animals, cleaning of cages, kennels, and other areas.
- Demonstrated ability to handle animals in a humane manner under a variety of shelter situations, including willingness to vaccinate and euthanize animals as directed.
- Experience working directly with the public, providing quality customer service by responding to complaints, inquiries, and problems using effective listening and clear communication while dealing courteously, professionally, and tactfully with the public.
- Ability to demonstrate effective customer service skills including effective listening, problem-solving, and verbal skills and ability to deal courteously, professionally and tactfully with the public
- Demonstrated ability to perform duties and maintain composure under difficult and stressful situations, including working with individuals where English is a second language and/or interactions with uncooperative or hostile persons
- Ability to multi-task and prioritize work assignments and be flexible in a busy environment while maintaining composure under difficult and stressful situations.
- Ability to use a computer to prepare written informative narrative reports documenting investigative actions and incidents.
- Ability to handle cash, accurately account for monies, licenses, and items subject to inventory and accurately make mathematical calculations and enter data.
- Demonstrated ability to operate the Animal Control vehicle in a safe and careful manner
- Ability to operate a two-way radio
- Ability to work with kennel cleaning materials (i.e., bleach, WysiwashTM, Kennel-SolTM, StingerTM degreaser, and various other cleaning products).
- Ability to work independently and in a team environment while consistently demonstrating regular and reliable on-time attendance.
- Have a high school diploma or equivalent.
- Ability to work mandatory overtime, after hours, and on weekends, including on-call availability.

DESIRABLE QUALIFICATIONS:

- Successful completion of the Animal Control Academy
- Possession of a valid Washington State Veterinary Technician License
- Experience with Chameleon or similar animal tracking software

SUPPLEMENTAL INFORMATION:

- Must pass a pre-employment physical including the ability to perform moderate to difficult strenuous manual tasks including lifting animals weighing up to sixty (60) pounds on a frequent basis
- The successful candidate or candidates will need to complete the Animal Control Academy. To complete the Animal Control Academy candidates must be able to pass a background check.
- Have or be able to obtain a Euthanasia Drug Certification
- Must possess a valid Washington State Driver's License at the time of hire, with no moving violations within the past year
- Regular and reliable attendance, effective communication skills and development of
 effective working relationships are requirements of all Records and Licensing Services
 positions.
- This position is represented by the Animal Control Officers Guild

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Animal Control Officer Supplemental Questionnaire

*	1.	Do you have at least 2 years of paid experience working directly with dogs and cats in an animal shelter, animal control, kennel, veterinary, or zoological setting? SUBSTITUTIONS Volunteer work (minimum of 1,000 hours equated to 6 months) in an environment working directly with animals may substitute for six months of the two year requirement OR combination of related degree (i.e. animal sciences, zoology, veterinary technology) and one year of related experience Yes No
*	2.	How many years of paid experience in animal control or equivalent experience and training in law enforcement, code enforcement, regulatory investigations and progressively responsible related experience in the field of animal care which may include shelter, kennel, veterinary, or zoological setting do you have?
		☐ None to less than 1 year ☐ 1 year ☐ 2 years ☐ 3+ years
*	3.	If you have volunteered a minimum of 1,000 hours in a six-month period in an environment working directly with animals, please provide specific details to that experience including responsibilities, dates, location, and contact information to verify.
*	4.	In what settings have you worked primarily with dogs and cats? Check all that apply.
		Animal Shelter Animal Control Kennel Veterinary Zoological No experience
*	5.	How many years of experience do you have working directly with the public, providing quality customer service, responding to complaints, inquiries, and problems while demonstrating effective listening and communication and dealing courteously, professionally and tactfully with the public?
		□ None to less than 1 year □ 1 year □ 2 years □ 3 years
*	6.	Please list your level of education:
		☐ High School diploma or the equivalent ☐ LVT

*		
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POSITION DESCRIPTION:

Animal Care Specialist / Animal Care Officer I. - Community Animal Resource & Education Center Pay Rate: \$15 per hour.

JOB RESPONSIBILITIES:

- Rinse, scrub, and disinfect animal cages, hallways, floors, walls, and isolation/quarantine areas. Clean water bowls, food dishes, and related kennel equipment.
- Safely and appropriately handle cats, dogs, critters, and wildlife on a daily basis.
- Answer questions, in person or by telephone, from the general public concerning adoptions, redemptions, lost animals, impounding of animals, the operations and policies of the shelter, and animal control ordinances.
- ⁹ Use a computer to input information regarding animals received by the shelter and to process adoptions and redemptions. Use of email to communicate in an appropriate manner to foster parents, volunteers, staff, citizens and veterinary clinics.
- Provide daily, appropriate food and water for cats, dogs, wildlife and small domestic animals of all types. Receive and provide intake exams for all animals delivered to the shelter; and record pertinent information.
- Identify sick and diseased animals, taking precautions to prevent the spread of disease to other animals or humans. Follow veterinary medical direction
- including administration of medications and treatment procedures. Coordinate veterinary exams, scheduling appointments and follow up visits.
- Identify and handle wild or vicious animals, using proper handling precautions including KetchPole restraint, use and maintenance.
- Notify pet owners by phone or certified letter of their pet's detainment.
- Network with other animal welfare agencies to transfer animals from the shelter and intake when appropriate.
 Counsel potential pet owners in adopting an animal of the appropriate size, breed, and disposition; explain responsibilities of animal ownership including the importance of proper care, feeding, grooming, and spay/neutering.
- Conduct educational activities both at the shelter and at off-site locations.
- Work with shelter volunteers in a constructive and positive manner.

QUALIFICATIONS:

Minimum Qualifications:

• One year experience in the care of and treatment of animals (or a combination of education and/or training and/or experience which provides equivalent background required to perform the work of the class).

Work Environment/Physical Demands:

- · Must be able to stand, walk, bend, and stoop to perform duties.
- Must be able to lift over 50 pounds.
- May be exposed to hostile or abusive members of the public.
- Exposed to noise, dangerous animals with a potential for attack and animal feces that may be contaminated with disease germs transmittable to humans.

WORKING CONDITIONS

Animal Control Officer - Community Animal Resource & Education Society

Salary: \$33,000

Type of Position: Full-Time

Education Requirement: High School / GED

Experience Requirement: 1-2 years

Description & Details - Animal Control Officer

Job Description:

The Animal Contro! Officer enforces animal control ordinances, ensures public safety and rights surrounding animal control issues, and protects the welfare of animals. Responsibilities include responding to citizen complaints and/or calls for service; mediating/resolving conflicts between parties involving animal control issues (animal confinement, noise, property damage, cruelty); explaining laws, policies, and procedures; issuing citations and warnings; inspecting and licensing related

businesses. Other duties include collecting/disposing of dead animals and removing animals from situations of potential/actual danger to the public or themselves. Incumbent represents the City of Burien in quasi-judicial enforcement hearings. The work is performed in a highly visible environment within the community. The Animal Control program operates on a 7-day basis and the regular shift of an Animal Control Officer classification may include working Saturday or Sunday. Incumbents perform the majority of assigned work outdoors in all weather conditions and hazardous driving conditions.

Perform animal control services, including rescuing animals, responding to calls for assistance apprehending stray animals, and investigating animal-related violations of local or state law.

- · Responds to requests for assistance and investigates allegations of animal cruelty and complaints involving animals.
- Enforces animal control laws and ordinances, including issuing citations, documenting evidence, and communicating with other law enforcement and prosecuting attorneys.
- Apprehends, subdues, and impounds stray, unlicensed, and other appropriate animals, including vicious, feral, and sick animals.
- · Responds to requests for assistance with wildlife and vicious animals.
- Removes and disposes of dead animals.
- !nvestigates animal bites and coordinates handling and quarantine of animals and related efforts. •Transports injured and ill animals to shelter and veterinarians.
- · Rescues injured and ill animals.
- Prepares investigative reports, daily log sheets, legal documents, and other reports as required. •Testifies in court.
- Addresses groups and organizations on animal control related safety and health issues.
- May conduct or assist with outreach and liaison programs, such as information and other media initiatives.
- ⁹ May provide training and coordinate special projects as needed.
- Must have and be able to demonstrate knowledge of basic animal care standards, including safe animal handling procedures for domestic and wild animals.
- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Work cooperatively with the shelter manager and staff, and foster a spirit of teamwork.
- Support and participate in departmental response to disaster and emergency events. •Demonstrates MPHD's core values of Professionalism, Respect, Integrity, Dedication, and Equality (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government. •Supports and participates in departmental response to disaster/emergency events. •Regular, reliable and predictable attendance.
- · Perform other duties as assigned.

Minimum Requirements:

Education and Experience High school diploma required. Requires 1-2 years of progressively responsible experience in animal control, or an equivalent combination of relevant education and experience. ust have satisfactorily completed NACA I or II, or WACA, or the equivalent, or do so within 24 months of hire.

WORKING CONDITIONS

Program Specialist-Shelter Operations Manager - Community Animal Resource & Education Society

Rate of Pay: \$15.00 per hour Type of Position: Full-Time

Description & Details THE POSITION

This position is responsible for the day-to-day operations and decisions in all areas of shelter operations associated with but not limited to: animal care, facility safety, coordinating, training and supervising Animal Care Technician personnel and volunteers. The primary focus of this position is the expedient and appropriate flow of animals through the facility with emphasis on positive outcomes for the animals.

PRINCIPAL DUTIES

Maintain healthy, safe, pleasant, and clean facilities for the animals and to ensure that they are adopted into suitable homes in a timely manner and/or returned to owners expediently.

Plan, implement, facilitate, monitor, and evaluate all animal care issues at the shelter including, but not limited to; feeding, grooming, parasite control, health related issues and sanitation, adoption programs, rescue coordination, transfer to outside facilities and organizations, foster care, behavior modification, enrichment and euthanasia.

Monitor the condition of animals in the shelter, rapidly identify problems related to health or behavior and ensure prompt staff response.

Plan, implement, facilitate, monitor, and evaluate the intake and outcome of all animals entering the facility, and associated placement programs regardless of mode.

Available for after-hour emergencies and special projects as needed.

THE IDEAL CANDIDATE

The ideal candidate will possess the following: a commitment to animal welfare and a belief that each animal is an individual requiring a specific plan for placement; experience in contemporary animal sheltering; familiarity with current animal welfare issues; strong leadership and interpersonal skills; experience hiring, developing, and managing staff; and a willingness to accommodate varied work and schedules.

WORKING CONDITIONS

Behviorist / Training - Community Animal Resource & Education Society

Rate of Pay: \$15 per hour

Type of Position: 25 - 35 per week

Education Requirement: High School / GED

Experience Requirement: 1-2 years

Description & Details - Behaviorist / Training

Ability to bring out the best in dogs and people with positive reinforcement will be greatly valued in our organization. The Behavior and Training Manager oversees SHS canine shelter population (avg. 400 annually), including training, behavior modification, enrichment programs, and volunteer participation. In addition, he/she manages and participates in our public dog training program. Under general direction, the successful candidate will be a certified dog trainer or behavior consultant with a history in shelter program, public training and people management. You will develop and empower a staff and volunteer workforce, manage and participate in our public training dog program, and manage our shelter populations - balancing the needs of our community with available resources.

In addition, your ability to foster collaboration and remove barriers to adoption will be key in helping more animals find loving homes. The ideal candidate demonstrates, through words and actions, an understanding of, and a commitment to, the organization's mission and goals. Current certification with any of these organizations: CCPDT-KA, KPA, IAABC, CAAB, CHASE or similar.

Proven knowledge and practical experience in advanced dog training using humane, positive reinforcement training methods.

WORKING CONDITIONS

POSITION DESCRIPTION:

Director - Community Animal Resource & Education Center

Pay Rate: \$11.00 per hour Type of Position: Full-Time

ESSENTIAL DUTIES

Plans, develops, implements and oversees all fund raising activities for the organization based on a formalized fund development program and marketing strategy that assures adequate short- and long-term funding for shelter operations, programs, services and special projects. Directs activities of the development department and provides leadership and direction to staff. Promotes the organization within the community to ensure a broad base of funding resources.

TASKS AND RESPONSIBILITIES

Develops and implements strategies and activities to reach annual, capital, endowment, and special fundraising campaign goals focusing on individuals, corporations and foundations. Accountable for the identification, cultivation, solicitation and stewardship of donors through personal contact, direct mail and e-communications campaigns, fundraising and awareness events, foundation research and grant request writing, planned giving, monthly giving, matching gifts, solicitation of corporate gifts, donor acknowledgment and management of donor records.

Develops a comprehensive marketing and public relations program that includes strategies to promote the mission of the CARES utilizing a variety of venues; orchestrates the most effective vehicles/channels for communicating those messages to the public, media and internally.

Serves on the senior management team and has direct access to the Board of Directors to implement all fundraising efforts.

Creates annual budget for development department and oversees individual budgets for each event and/or fundraising project; manages financial transactions and balances receipts related to special events and fundraising activities.

Represents the organization in a professional manner and provides accurate information to the public. Serves as a liaison between the HSWC and community, representing the HSWC at meetings and through various outreach programs. Other duties as assigned.

QUALIFICATIONS EDUCATION AND EXPERIENCE:

AA degree; bachelor's degree preferred in public relations, marketing, business administration or related field. Experience working in a fundraising, public relations and/or management capacity. Event planning experience desired.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Excellent verbal and written communication skills.

Ability to design and write copy for publications and marketing collateral including, but not limited to fundraising appeals, press releases, social media and website.

Working knowledge of general finance and budgeting practices.

Basic knowledge of labor laws and human resources practices.

Understanding of and ability to communicate effectively the policies and procedures of the Humane Society.

Ability to handle difficult situations presented by citizens, staff and/or volunteers.

Ability to multi-task, prioritize, delegate and adhere to deadlines.

Proficiency with MS Word, Excel, PowerPoint, and donor management software.

Ability to operate standard office equipment.

Ability to work week days, evenings and weekends as needed.

Ability to be vaccinated with pre-exposure rabies.

Ability to lift up to 50 pounds, work with or within proximity of all species of animals, and have the physical ability to maintain balance, stoop, crouch, and reach over your head.

Must possess a valid Driver's License and insurable driving record.

LEADERSHIP RESPONSIBILITIES

Communicates in an effective and professional manner with public and ail CARES staff and volunteers.

Follows ail written and verbally communicated CARES policies and standard operating procedures.

As a member of the Management Team, leads agency staff and volunteers to a high standard of performance.

Develops new ideas with staff in order to work towards the organization's goals.

Makes decisions on behalf of the agency with regard to budget administration, customer relations, animal program management, and staff and volunteers.

Provides support in the absence of staff.

Attends all staff meetings and training sessions.

Generates funds to support programs.

Encourages the use of volunteers, the solicitation of monetary and the use of in-kind donations whenever possible. is on call to the shelter and responds to emergencies seven days a week, 24 hours a day.

WORKING CONDITIONS

AMENDMENT NO. 8 to 2011-2016 CONTRACT FOR ANIMAL CONTROL SERVICES between the City of Burien and Community Animal Resource Education Society (CARES), dba Burien Animal Care and Control

(Burien Contract Number No. 3433)

The 2011-2016 Contract for Animal Control Services dated June 13, 2011, between the City of Burien and Community Animal Resource Education Society (CARES) dba Burien Animal Care and Control Burien shall be amended by replacing Provision 2 in Amendment Number 7 with Provision 2 below.

Provision No. 2 Compensation and Method of Payment on page 1.

Effective May 1, 2017, payments shall be made by the City to the Contractor in the amount of \$19,768 per month. The total amount to be paid to the Contractor from May 1, 2017 to December 31, 2017 shall not exceed \$185,000.

The Contract is further amended by adding a new section to **Exhibit A** of the current contract.

Exhibit A, Section C. Employee Wages and Benefits.

The Contractor shall pay full-time (37-40 hours per week) employees a wage comparable to those published in the most-recent King County Animal Control Officers Guild Collective Bargaining Agreement (CBA). The Contractor shall use the CBA's Classification Titles to locate corresponding Salary Ranges and shall determine the Wage by referencing the appropriate King County Salary Schedule and Table. The Contractor shall also provide health care coverage for Medical, Dental, and Vision coverage for the Eligible Employee(s).

1. Eligible Employees:

Employees considered eligible under Section C are those whose job descriptions are substantially similar in duties, qualifications, and experience to positions covered under the Animal Control Officers Guild Agreement with King County, Washington. Furthermore, an employee must be full-time, non-temporary staff to qualify as an Eligible Employee.

2. Uniformed Employees Allowance

Eligible Employees who are also Uniformed shall be provided with a uniform allowance or a uniform in accordance with RCW 49.12.450.

3. Medical/Dental/Vision

The Contractor shall provide Eligible Employees with a Medical/Dental/Vision Plan for the Employee. The Contractor shall not pass on more than 10% of the Plan's cost to the Eligible Employee. The Eligible Employee shall have the right to purchase coverage for spouse and/or dependents.

4. Reporting Wage and Benefit Rates

The Contractor shall provide the City's named contact with sufficient documentation for the following annually, by June 15th:

- a. Current number of Eligible Employees
- b. Current rate of pay for Eligible Employees
- c. Evidence of provision of Medical/Dental/Vision benefits to Eligible Employees

5. Adjustments to the Wage and Benefit Rates

The Contractor may request an annual adjustment to Compensation based on significant increases in Medical/Dental/Vision plans, a new Animal Control Officers Guild Collective Bargaining Agreement with King County, Washington, or a need to increase staff. A significant increase in either the CBA or Medical/Dental/Vision would be one that increases the total Wages or Benefits by more than 10%.

For a request to be considered, the Contractor must supply all of the information listed:

- a. Current number of Eligible Employees
- b. Current rate of pay for Eligible Employees
- c. Evidence of provision of Medical/Dental/Vision benefits to Eligible Employees
- d. Medical/Dental/Vision bill in the increased amount
- e. New CBA Salary Range page
- f. King County Salary Schedule and Table
- g. A narrative explaining the nature of the increase
- h. Calculations detailing the requested amount
- i. An annual total of the increase requested.

Incomplete requests will not be considered.

Completion of Audit Recommendations

Furthermore, the City requires the Contractor to submit a written plan and timeline to accomplish the items of High and Medium Priority from the 2016 Burien CARES Audit performed by Kathleen Olson. The Plan should show how the Contractor will complete each item by July 1, 2017. Low Priority items may be addressed in a future Contract.

All other terms and conditions of the above reference contract shall remain the same.

These changes shall become effective on May 1, 2017.

CITY OF BURIEN	COMMUNITY ANIMAL RESOURCE EDUCATION SOCIETY (CARES)
Ву:	By:
Title: City Manager	Title:
Date:	Date:

CITY OF BURIEN AGENDA BILL

Agenda Subject: Update on Eco	onomic Development	Meeting Date: 4/24/2017				
Department: City Manager	Attachments:	Fund Source:				
Contact: Andrea Snyder		Activity Cost:				
Telephone: 206-248-5528		Amount Budgeted:				
		Unencumbered Budget Authority:				
Adopted Initiative: No	Initiative Description: N/A					
PURPOSE/ REQUIRED ACTION:						
Provide an update on Economic	Development activities over the past year	ar.				
BACKGROUND (Include prior Council action & discussion): The Council approved the Economic Development Goals and Actions at the November 18, 2014 Council Meeting with direction to staff to bring back the actions in January 2015 for prioritization. The Council prioritized five Actions for implementation starting in 2015: Develop a business retention and recruitment program. Initiate a parking study identifying current on-and-off street parking supply and demand, core parking challenges, and strategies and tools to reduce parking barriers to revitalization. Explore options including a Parking and Business Improvement District and more public parking structures. Develop a Burien Brand. Assess impediments to development and remove or modify as needed. Explore options for attracting hotels to Burien, including co-location with conference, training, or performing arts facility. Identify sites, constraints, opportunities, and needed resources.						
Despite staffing changes, staff ha	s made progress on most of these priori	ities and will provide updates on each.				
OPTIONS (Including fiscal impact N/A	rs):					
Administrative Recommendation	n: N/A					
Advisory Board Recommendation	n: N/A					
Suggested Motion: None		# p				
Submitted by:		A				
	Economic Development Mgr City N	Manager				

File Code:

Administration Andrea Sayder, Economic Development Mgr

Today's Date: April 20, 2017

CITY OF BURIEN AGENDA BILL

Agenda Subject: Review of Co	uncil Proposed Agenda S	Schedule	Meeting Date: April 24, 2017
Department:	Attachments:	Fund Sou	rce: N/A
City Manager	Proposed Agenda	Activity C	
only manager	Schedule	1	Budgeted: N/A
Contact:		1	bered Budget Authority: N/A
Monica Lusk, City Clerk		01101100111	action bunger turnerty. Ny / Y
Telephone: (206) 248-5517			
Adopted Initiative: Yes No X	Initiative Description:	N/A	
PURPOSE/REQUIRED ACTION:			
The purpose of this agenda iter items that have been reschedu		w the proposed C	City Council meeting schedule. New items or
BACKGROUND (Include prior C	ouncil action & discussi	on):	
Per the City Council Meeting G	uidelines, the proposed	meeting schedul	e is reviewed at each meeting.
			-
2.			
OPTIONS (Including fiscal impa	icts):		»:
Ğ			
Review the schedule ar			
2. Review the schedule ar	nd make no modification	ıs.	
Administrative Recommendati	on: Review the schedul	e and provide di	rection to staff.
Advisory Board Recommendat	ion: N/A		
Suggested Motion: None requi	ired.	Harris and	
Submitted by: Administration	City I	Manager	H
Today's Date: April 19, 2017		File Code: R:/Co	C/Agenda Bills 2017/041917cm-3 Rev
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CITY OF BURIEN COUNCIL PROPOSED AGENDA SCHEDULE 2017

May 1, 7 pm Regular Meeting

Proclamations

Proclamation Proclaiming May 15-22, 2017 as Affordable Housing Week.

(City Manager)

Business Agenda

Motion to Approve CARES Contract Amendment. (IF NEEDED)

(City Manager)

Discussion and Potential Action on Ordinance No. 652, Minor Zoning Code Amendments Including Parking.

(Community Development)

Continued Discussion on City Council Meeting Guidelines.

(City Manager/Legal)

Discussion on Motion to Censure.

(Legal – Council direction on 2/13/17)

Review of Council Proposed Agenda Schedule.

(City Manager)

May 15, 7 pm Regular Meeting

Proclamations

Proclamation Proclaiming May 15, 2017 as National Peace Officers Memorial Day and . Proclaiming May 15-21, 2017 as National Police Week.

(City Manager)

Presentations

Presentation on Property Taxes in King County by Bailey Stober, Communications Director, King County Assessor's Office.

(Citv Manaaer)

Presentation on the 509 Gateway Project, by Craig Stone, WSDOT.

(Public Works)

Business Agenda

Public Hearing on 2018-2023 Transportation Improvement Plan.

(Public Works)

Presentation on Wayfinding Plan.

(City Manager)

Presentation and Discussion on Fireworks.

(Police)

Review of Council Proposed Agenda Schedule.

(City Manager)

May 22, 7 pm Study Session

Continued Discussion on Possible Solutions to the Homeless Issue and the Potential of Establishing a Day Center.

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

SUMMER SCHEDULE (JUN – AUG)

June 5, 7 pm Regular Meeting

Presentation on Advanced Metering, by Scott Thomsen Seattle City Light Communications and Public Affairs.

(Public Works)

Discussion and Potential Action on 2018-2023 Transportation Improvement Plan.

(Public Works)

Continued Discussion on City Council Meeting Guidelines. (IF NEEDED)

(City Manager/Legal)

Review of Council Proposed Agenda Schedule.

(City Manager)

June 19, 7 pm Regular Meeting

Continued Discussion on Establishing Multiple Rates Within the Business and Occupation (B&O) Tax According to Different Sizes or Types of Businesses.

(Economic Development)

Discussion on Lodging Tax.

(Economic Development – Council direction on 1/23/17; Rescheduled from 4/24/17)

Review of Council Proposed Agenda Schedule.

(City Manager)

July 3, 7 pm Regular Meeting

Continued Discussion on City Council Meeting Guidelines. (IF NEEDED)

(City Manager/Legal)

Review of Council Proposed Agenda Schedule.

(City Manager)

July 17, 7 pm Regular Meeting

Discussion on Employee Benefit Changes.

(City Manager)

Update on Economic Development.

(City Manager – Council direction on 2/13/17)

Discussion on Utility Franchises.

(Public Works)

Review of Council Proposed Agenda Schedule.

(City Manager)

August 7, 7 pm Regular Meeting

Motion to Approve Employee Benefit Changes.

(City Manager)

Continued Discussion on City Council Meeting Guidelines. (IF NEEDED)

(City Manager/Legal)

August 21, 7 pm Regular Meeting

Discussion on Lake Burien School Memorial Park Site Plan.

(Parks)

Review of Council Proposed Agenda Schedule.

(City Manager)

September 4, Regular Meeting CANCELED (Labor Day Holiday)

September 18, 7 pm Regular Meeting

Discussion and Potential Action on Wireless Services Amendments.

(Community Development)

Continued Discussion on City Council Meeting Guidelines. (IF NEEDED)

(City Manager/Legal)

Review of Council Proposed Agenda Schedule.

(City Manager)

September 25, 7 pm Study Session

Review of Council Proposed Agenda Schedule.

(City Manager)

October 2, 7 pm Regular Meeting

Motion to Adopt the City Council Meeting Guidelines.

(City Manager/Legal)

Discussion and Potential Action on Sign Code Amendments.

(Community Development)

Update on Economic Development.

(City Manager – Council direction on 2/13/17)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 16, 7 pm Regular Meeting

Discussion on Business License Code Update.

(City Manager)

Discussion on Parks, Recreation, and Open Space Plan.

(Parks

Discussion and Potential Action on Urban Center Comprehensive Plan Amendments.

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 23, 7 pm Study Session

Motion to Adopt Ordinance Relating to Business License Code.

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

November 6, 7 pm Regular Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

November 20, 7 pm Regular Meeting

Introduction and Discussion on 2017 Comprehensive Plan Amendments.

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

November 27, 7 pm Study Session

Introduction and Discussion on Permit Technology Fee and Permit Tracking System.

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

December 4, 7 pm Regular Meeting

Discussion and Potential Action on 2017 Comprehensive Plan Amendments.

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

December 18, 7 pm Regular Meeting

Discussion and Potential Action on Title 17 Subdivision Code Revision.

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

December 25, Study Session CANCELED (Christmas Holiday)

FUTURE AGENDA ITEMS (identified by Council)

2017 FUTURE AGENDA ITEMS (identified by Staff)

- a. Special Event Permitting Code (To Council 2nd Quarter)
- b. Panel Discussion on Solid Waste/Recycling (To Council 2nd Quarter)
 - Recology Update
 - Dumping/Littering Issues
 - Plastic Bag Ban
- c. Communications Plan (To Council 3rd Quarter)
- d. Budget Amendment (To Council 4th Quarter)